

City of Eugene

Announcement of Opening



Human Resource and Risk Services
777 Pearl Street, Room 101
Eugene OR 97401
www.eugene-or.gov

Airport Manager

Closing date: 5:00 p.m., November 13, 2006

THE POSITION

The Airport Division of the Public Works Department is seeking an Airport Manager. This individual will manage, plan, organize, monitor, and direct the use, maintenance and security of the City Airport; promote the development of airport facilities; promote air service development; coordinate airport activities with other City departments and other outside agencies and organizations.

The Airport Manager will have a challenging set of responsibilities that include:

- ▷ Develop, plan and implement division goals and objectives; assist in the development of departmental policies and procedures; evaluate need for and develop long-range plans for airport programs; conduct studies for improving airport facilities and services.
- ▷ Direction, oversight, and participation in the development of the Airport's work plan; assignment of work activities, projects and programs; monitoring of work flow; implementation of policies and procedures; review and evaluation of work products, methods and procedures.
- ▷ Monitoring of airport operations for compliance with Federal, State, and local laws, codes, and regulations.
- ▷ Supervision of the development, implementation and administration of the airport budget; forecasting of funds needed for staffing, equipment, materials, and supplies; coordinate capital improvement projects.
- ▷ Provides complex administrative support to the Executive Director of Public Works.
- ▷ Selection, supervision and evaluation of assigned staff.
- ▷ Ensures safety and security of aircraft and property on the airport's premises; develop, plan and implement security procedures and emergency plans.
- ▷ Negotiate and administer leases with commercial airline companies and other tenants; develop specifications for airport concessions, including restaurants, rental cars, and parking lots.
- ▷ Acts as airport's disaster control officer in the occurrence of a crash, fire, natural disaster, or civil disorder; assist in maintaining City-wide disaster operation plan.
- ▷ Promotes air service development to support local needs through public relations, meeting and participating with various advisory commissions, committees and public organizations.

The annual salary for this position is \$78,062-\$97,302, depending on qualifications, plus City-paid retirement after six months. Additional City-paid benefits include medical, dental, vision, life, and disability insurance; retirement benefits; sick leave; 10 paid holidays; 22 days of vacation accrual annually (may be used after six months). This is an exempt position, and exempt employees pay a portion of the premium for dependent medical coverage.

GENERAL QUALIFICATIONS

- ▷ Knowledge in the principles and practices of public-use airport management.
- ▷ Knowledge of pertinent Federal, State, and local laws, codes and regulations.

- ▷ Ability to plan, organize and direct airport maintenance, security, and operations.
- ▷ Knowledge of development, practices, and terminology of aviation.
- ▷ Ability to analyze technical information regarding airport usage and maintenance.
- ▷ Knowledge of budgeting procedures and techniques.
- ▷ Knowledge of principles and practices of supervision, training and personnel management.

This position requires a combination of the following experience and training:

- ▷ Five years of increasingly responsible experience in airport management or operations, including two-years of supervisory experience required.
- ▷ Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration or a related field.

THE DIVISION

The Eugene Airport, also known as Mahlon Sweet Field, is the fifth-largest airport in the Pacific Northwest and the second largest airport in the state, providing commercial air service to a six-county region in mid-Oregon. Four scheduled air carriers provide 54 flights daily to and from Medford, Portland, Phoenix, Seattle, Las Vegas, Los Angeles, San Francisco, Denver and Salt Lake City. On a daily basis, the airport serves approximately 2,000 commercial airline passengers. Annually, the Eugene Airport accommodates approximately 100,000 total aircraft operations. Daily volume of aircraft traffic varies from 100 aircraft operations per day to over 500 operations daily, depending on weather and other factors. The Eugene Airport has an excellent record in terminal and flight safety and has performed very well in FAA certification inspections and TSA security audits.



Eugene Airport is the home of an expanding general aviation community. There are over 170 general aviation aircraft based at Mahlon Sweet Field, used for both business and pleasure, and the airport's general aviation facilities consist of aircraft storage buildings and aprons, transient/ based aircraft tie-downs, and general aviation auto parking. The award winning Lane Community College Flight Technology department, Oregon Air and Space Museum and Oregon Wing Civil Air Patrol headquarters are also located here. We have one full service FBO (Flightcraft) who serves general aviation needs, as well as two limited FBO's Friendly Air Service and Lawrence Air Service.

THE DEPARTMENT

The Eugene Public Works Department provides a wide range of services and programs related to parks and open space, transportation, stormwater and wastewater infrastructure and natural resource stewardship. Our services and programs protect the safety and welfare of the public, balance community goals for livability and economic vitality, and fulfill local, state, and federal mandates. We deliver our services in a manner that is professional, environmentally and fiscally responsible, and convenient and understandable to the public. As an organization, we take pride in our work, treat people respectfully, and value innovation and collaboration.

HOW TO APPLY

Closing date: 5:00 p.m., Monday, November 13, 2006

Apply online at www.eugene-or.gov or obtain an application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. Out of area applicants may call (541) 682-5061 or e-mail application.requests@ci.eugene.or.us to receive application materials. The City of Eugene values diversity in its work force and is committed to affirmative action.



Finalists will be invited to participate in a selection process expected to be held in early December, 2006.

THE COMMUNITY

Home to 146,160 people, Eugene is Oregon's third largest city. Eugene is well known as the home of the University of Oregon. With 20,000 students and over 6,000 employees, the University plays a major role in

the community, as does Lane community College. The employment base has become increasingly dominated by service, trade, and government, and less reliant on the timber industry. Eugene has a well educated labor force with nearly 35% of the adult population having completed four or more years of college. Eugene is a friendly, progressive community with residents who are active and concerned about quality of life issues. Eugene is home to award winning arts programs and facilities and is an attractive community with quality schools, beautiful environment, temperate climate, and a diverse, dynamic culture.

Additional information about the City of Eugene is available at www.eugene-or.gov